

ADMINISTRATIVE ASSISTANT

LEGAL ADMINISTRATIVE ASSISTANT OPTION

The legal administrative assistant option provides instruction in essential administrative assistant skills with special emphasis on the specific duties of legal assistants. Legal administrative assistant graduates are prepared for jobs as legal office assistants in private legal offices and in municipal, state, and federal government agencies. See page 54 for the Administrative Assistant Program of Study.

Required Program of Study for Diploma (1 year)

First Semester		Second Semester	
Course	Credits	Course	Credits
OFFT 1000 Office Calculations.....	1	OFFT 1170 Business English	3
OFFT 1090 Microsoft Word I.....	3	OFFT 1840 Legal Office Practicum.....	2
OFFT 1110 Records and Information Management.....	3	OFFT 2100 Administrative Professional Procedures.....	3
OFFT 1450 Legal Document Formatting.....	2	ACCT 1060 Basic Accounting Procedures or	
OFFT 1420 Intermediate Keyboarding	3	ACCT 1200 Accounting I.....	3
BSAD 1400 Introduction to Paralegal Studies.....	3	BSAD 2050 Business Communications.....	3
BSAD 2700 Business Law I.....	3	BSAD 2710 Business Law II.....	3
	18	INFO 1710 Web Page Development.....	1
			18
		Total Credit Hours	36

Required Program of Study for Associate of Applied Science Degree (2 years)*

FRESHMAN YEAR

Successful completion of the Diploma Program.

SOPHOMORE YEAR

First Semester

Course	Credits
OFFT 1300 Cooperative Internship I.....	3
OFFT 2440 Microsoft Word II.....	1
ACCT 1200 Accounting I***	3
ECON 1040 Personal Finance	2
INFO 2100 Spreadsheet Applications	3
Math/Algebra (MATH 1045 or higher).....	3
Elective**	3
	15-18

Second Semester

Course	Credits
OFFT 1310 Cooperative Internship II.....	3
OFFT 1515 Microsoft Certified Application Specialist-Word...1	
OFFT 1540 Microsoft PowerPoint	1
OFFT 1570 Voice Recognition.....	1
OFFT 1580 Microsoft Outlook	1
OFFT 2500 Advanced Office Integration.....	3
BSAD 1000 Human Relations and Ethics	3
INFO 2110 Access Database Applications.....	3
	16

Total Credit Hours 67-70

*The associate of applied science degree is suggested for those seeking employment upon graduation and feel quite sure that they will not continue their education toward a four-year degree.

**Approved electives: BSAD 1420 Family Law, BSAD 1440 Estate Law and Administration, BSAD 2600 Real Estate Law, BSAD 1460 Civil Law and Litigation, BSAD 2000 Criminal Law, BSAD 2250 International Business.

*** If a student did not complete ACCT 1200 as part of the diploma program.

Suggested Program of Study for Associate of Arts Degree (2 years)*

FRESHMAN YEAR

Successful completion of a minimum of 30 semester hours from the Diploma Program.

SOPHOMORE YEAR

First Semester

Course	Credits
ENGL 1010 English Composition I.....	3
HPER 1500 Lifetime Wellness	3
Oral Communication**	3
Behavioral Science**	3
Mathematics**	3-5
Elective.....	3
	18-20

Second Semester

Course	Credits
Fine/Performing Arts**	3
History**	3
English/Literature**	3
Natural Science**	4-5
Social Science**	3
	16-17

Total Credit Hours 70-73

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements listed on page 37 of this catalog.

*The associate of arts degree is primarily for students interested in a liberal, well-rounded program and suggested for those considering transferring to a four-year institution at some future time.

**See general education requirements on page 37.